

Polk County Jail
Policy and Procedures Manual

C. Safety and Security

C-904 FLOOR OFFICER POST ORDERS

Hours of Duty:

First Shift: 0600-1430

Second Shift: 1400-2230

Third Shift: 2200-0630

Days:

Sunday through Saturday

Equipment:

Badge

Black Pen

Handcuffs with Case

Name Plate

Post Keys

Portable Radio

Handcuff key

Latex Gloves

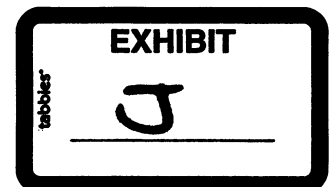
GENERAL INSTRUCTIONS

1. The Floor Officer must report in full duty uniform.
2. Read and follow floor officer post orders.
3. Complete logs and necessary reports before going off duty.
4. Provide back-up to other officers as necessary.
5. Know emergency evacuation procedures for the facility.
6. Inspect the condition of all jail equipment at that post.
7. Officers may deviate from general orders under emergency situations and/or at the direction of the shift supervisor or other command staff.
8. Times noted on the Post Orders are approximate and subject to change.
9. Read and follow jail and departmental policy and procedure.

SCHEDULED DUTIES

First Shift: 0600-1430

0600	Shift Briefing
0615	Shift change on post
	Exchange radio/keys
	Read shift log on JMS
	Wake up/lights on
	Head count
0630	Breakfast trays in
0700	Breakfast trays out
	Assist with medication delivery



0800	Cleaning supplies in (if needed)
0830	Cleaning supplies out (if needed)
0900-1100	Cell check
	Movement of inmates as required
1100	Assist with medication delivery
1130	Cell check
1200	Lunch trays in
1230	Lunch trays out
1300-1330	Assist in preparation of inmates for court appearances
	Cell check
1330-1400	Receive inmates from court and process according to disposition
1400	Prepare for shift change
1415	Exchange keys/radio
	Head count
1430	Off duty

Second Shift: 1400-2230

1400	Shift Briefing
1415	Shift change on post
	Exchange keys/radio
	Review shift log on JMS
	Head count
1430	Continue to process/house inmates returning from court
1445	Cell check
1515	Cell check
1545	Cell check
1600	Assist with medication delivery
1630	Cell check
1700	Dinner trays in
1730	Dinner trays out
1730-2030	Movement of inmates as required for programming
	Cell check
2100	Assist with medication delivery
2130	Cell check
2200	Prepare for shift change
2215	Exchange keys/radio
	Head count
2230	Off duty

Third Shift: 2200-0630

2200	Shift Briefing
2215	Shift change on post
	Exchange keys/radio
	Review shift log on JMS

	Head count
	Lights out
2230-0545	Cell check
	Movement/housing of inmates as necessary
0600	Prepare for shift change
0615	Exchange keys/radio
0630	Off duty

NON-SCHEDULED DUTIES

1. Assist in movement of inmates to court, appointments, attorney visits, nurse visits, recreation, etc.
2. Make supplies available to inmates when necessary (toilet paper, paper, etc.).
3. Supervise inmates.
4. Inspect housing areas, and other areas accessible to inmates, for neatness, damage, contraband, etc.
5. Provide information pertinent to inmate files to Intake officer.
6. Maintain communication with Control officer to ensure smooth operation of the facility.
7. Report to Shift Supervisor as required.
8. Clean/maintain area and equipment as necessary.

Signatures:

Sheriff

Date

Jail Administrator

Date

I, _____, hereby acknowledge receiving a copy of the duties and responsibilities required by this post (Floor Officer). I understand the duties, procedures and responsibilities set forth by this post.

Officer's Signature

Date & Time